

## Instructions for electronic submission of animal data:

These instructions apply to your research grant/contract/award with the United States Army Medical Research & Materiel Command (USAMRMC). Congress has mandated that the Department of Defense (DOD) collect data annually on animal care and use in DOD-sponsored research. This information is collected electronically and the Internet website for data entry can be found at <https://www.scitechweb.com/acau>. (This website is only active for the months of the electronic filing of data).

When first logging onto the website, you will be asked to enter your User ID and default Password. The user ID and password are case sensitive. The User ID corresponds with your contract number. Enter the contract number (DAMD17-00-C-0000) or grant (DAMD17-00-1-0000) or Cooperative Agreement (DAMD17-00-2-0000), excluding the DAMD17 and the dashes. (For example, for the contract DAMD17-00-C-0000 you will enter 00C0000). After entering your User ID you will be prompted for a password. Type in the default password, which is password. You will then be prompted to change the default password to a personal password. Initial login opens the "Animal Use Confirmation" page. Follow the prompts and enter data as necessary.

It is imperative that the requested information be provided by 01 December of each year in order to prepare the full DOD report and meet the suspense date set by Congress. **The importance and thoroughness of your response cannot be overemphasized.** Your cooperation in the reporting of DOD animal care and use programs is a significant matter and is greatly appreciated.

Questions on the data collection procedures should be referred to either Mrs. Barbara Stone, 301-619-3776, email: [Barbara.stone@det.amedd.army.mil](mailto:Barbara.stone@det.amedd.army.mil) or Mrs. Kathleen Dennis, 301-619-2283, email: [Kathleen.dennis@det.amedd.army.mil](mailto:Kathleen.dennis@det.amedd.army.mil).